

Kent Food Security Gleaning Guide

A guide to organising a gleaning program



The Gleaning guide is a basic toolkit devised to guide anyone interested in forming gleaning groups in their communities.

*Kent Community Inclusion
Network/Food Security Program
149 Rue Acadie, Richibucto , NB
506-523-1239*

INTRO

What Is Gleaning?

Gleaning is simply the act of collecting excess fresh foods from farms, gardens, farmers markets, grocers, or any other sources in order to provide it to those in need.



The Benefits of Gleaning

- Prevents the unnecessary wasting of quality food
- Provides access to fresh, nutritious foods for low-income populations, who are often unable to buy healthy, local foods because of cost or availability
- Provides resources to non-profit agencies, many of whom have shrinking staff capacity and budgets due to the economic climate, so that they might better serve those in need
- Builds good relations between community members, local gardeners, and farmers
- Provides an avenue for possible employment opportunities for qualified volunteers and helps producers with employing motivated unemployed individuals
- Assist producers in harvesting time sensitive produce
- Introduces individuals to gardening, harvesting and preserving foods

In any situation where food is handled, food safety comes into play. For the purpose of donating fresh produce the following act applies in NB.

Liabilities and Charitable Donation of Food Act

In the province of New Brunswick, the act of “Gleaning” falls under the “Charitable Donation Food Act” Therefore the act protects the donating party against any possible litigations.

“CHAPTER C-2.002 Charitable Donation of Food Act Assented to May 20, 1992

Her Majesty, by and with the advice and consent of the Legislative Assembly of New Brunswick, enacts as follows:

Repealed: R.S.N.B. 2011, Schedule A.

1 A person who makes a charitable donation of food or items relating to personal hygiene to persons in the Province is not liable for damages arising as a result of injury or death caused by the nature, age, condition or handling of the food or items relating to personal hygiene unless the injury or death occurred as a direct result of an act or omission of the person who makes the charitable donation that constitutes gross negligence with respect to the health or safety of other persons.

2 A director, officer, agent, employee or volunteer of a non-profit organization that makes a charitable donation of food or items relating to personal hygiene to persons in the Province is not liable for damages arising as a result of injury or death caused by the nature, age, condition or handling of the food or items relating to personal hygiene unless the injury or death occurred as a direct result of an act or omission of the director, officer, agent, employee or volunteer of a non-profit organization that constitutes gross negligence with respect to the health or safety of other persons.

3 No action lies against a person who makes a charitable donation of food or items relating to personal hygiene to persons in the Province, for damages arising as a result of injury or death caused by the nature, age, condition or handling of food or items relating to personal hygiene that are donated by that person unless the injury or death occurred as a direct result of an act or omission of that person that constitutes gross negligence with respect to the health or safety of other persons.

4 No action lies against a director, officer, agent, employee or volunteer of a non-profit organization that makes a charitable donation of food or items relating to personal hygiene to persons in the Province, for damages arising as a result of injury or death caused by the nature, age, condition or handling of food or items relating to personal hygiene that are donated by the non-profit organization unless the injury or death occurred as a direct result of an act or omission of the director, officer, agent, employee or volunteer of the non-profit organization that constitutes gross negligence with respect to the health or safety of other persons.

Referenced from : <http://www.canlii.org/en/nb/laws/stat/snb-1992-c-c-2.002/latest/snb-1992-c-c-2.002.html>>

Sourcing Gleaning Opportunities

It is important to consider contacting producers during non-harvest months, when they will be less busy and have more time to consider playing a role in the gleaning program. Producers often times will use un-collected harvest as compost for their fields; therefore the importance lies in forming a partnership with the producer that will also benefit their enterprise. This can be secured by introducing the program as an avenue to assist the producer with getting time sensitive harvests off the fields before they are declared a “loss crop”

The first 1/3 of the food collected goes to the producer for re-sale, 1/3 to the local food bank and 1/3 to the Gleaner, therefor promoting the “work for food” aspect of the Gleaning activity. By following this model, all parties involved form a win-win partnership. This aspect is also beneficial to the producer as they have the opportunity to source possible employees, as they can see the work ethic and skills of unemployed volunteers.

When contacting a producer the initial contact should be via telephone conversation to set up an appointment to visit the establishment. The coordinator and producer should visit the premises to get a complete overview of the type of gleaning needed in order to choose volunteers capable of the physical demands needed to complete the gleaning exercise.

All Gleaning projects should be registered with the Kent Food Security Network Coordinator in order to track and document gleaning activities, donation amounts and volunteer staff. (See appendix)

Collecting and distributing Gleaned harvest

Depending on type of product being harvested, the coordinator should have adequate tools to perform the gleaning activity and necessary baskets or bags to harvest the produce with. Most producers will have bags or bins for your use on the field, but once the harvest is collected it may have to be transferred to other means of collection and storage for transport.

Where the producers require the Gleaning group to harvest 1/3 for their enterprise, this portion should be harvested first and the remaining for donations.



Donations and distribution

At the end of the Gleaning activity the total harvest is put together and equally distributed to the participants once the 1/3 donation to food banks has been removed from the overall harvest.

All food banks, soup kitchens, and other organisations that feed the hungry are happy to receive donations, especially high-quality, fresh food. However not every organization has the capacity to accept large quantities of fresh donations (which require refrigeration, as well equipped kitchen manned regularly by staff who can prepare the food while it is still fresh.)

It is important to know what days your local food banks are open in order to ensure there will be no waste of fresh produce. This factor can be very difficult to manage as we cannot schedule the harvest opportunities in conjunction with the food banks hours of operations. Therefore the coordinator may have to be creative with the donations or even evaluate if the food can be stored or produced for future donation.



Recruit Volunteers

Here are some tips on building a gleaning team to help make your program a success:

- Post your service activity at your local food banks, social development offices and community centers early enough in the year.
- Invite prospective volunteers to a house meeting or potluck where you, as a group, can begin brainstorming and setting goals for your project.
- Conduct a volunteer survey so you are well aware not only of individuals' availabilities, but also their interests and skills which may be utilized to strengthen the impact of your gleaning program. (See appendix **Volunteer Application)
- Remind volunteers of relevant basic safety and food handling protocol.
- Seek volunteers who will be able to commit regularly to gleaning activities (as opposed to people with one-time availability), so that they are able to build positive relationships with the donors over time. This can help ensure the program's long term success.

Prepare for Your First Gleaning activity

Set measurable goals at the outset and track your progress throughout the project.

- Communicate with your local food bank to ensure that they are ready to receive the produce that you will be gleaning.
- Obtain sturdy crates, boxes, mesh bags or other containers to be used consistently for gleaning. Remember that once the container is filled with produce they are much heavier, therefore bags, mesh bags are easier to carry away from the field.
- Set and respect an exact time and location for your arrival and meet with the volunteers.
- Ensure communication with the producer on where to locate the donated food, always respect the producer's fields! Never leave anything behind that does not belong in the fields.
- Find out where vehicles should be parked and how you will get to the field with your crew of volunteers.
- Bring First aid kit to the field and ensure that all participants are aware of the conditions you will be working in.





Maintain a Positive Relationship between Donors and Gleaners

- Respect the producer. Farmers may get frustrated when gleaners damage or treat carelessly the fruits of their labor which they have chosen to donate.
- It is much better to have volunteers, rather than hired staff, do the actual gleaning. Volunteers participate because they care about fresh produce and farmers, and their passion for this type of work will be seen by others, helping inspire those around them and making the program a success.
- Consider regularly bringing cold/hot drinks (depending on the season) or some other small token as a gesture to thank farmers for their generosity. This costs very little in time and money, but can lead to more donations and much better relations over the long term.
- Be sure to have volunteers arrive on time (or a bit early!) so they are able to greet the donors and learn about the appropriate gleaning procedures.
- Clearly label crates or other containers for the donations, and consult the donors to see what the preferred method of collection will be (e.g., leaving a few crates in a certain location and then picking them up, volunteers going individually to each donation site, etc.)
- If you are gleaning at the close of a farmers market, be sure not to rush the farmers when seeking donations, especially if they have had a long day.
- Create volunteer teams that may rotate but participate regularly so they build relationships.

Most of all, invest in cultivating relationships between donors and gleaners. This will lead to an efficient program which produces the greatest possible impact on a community.

Make the Program Sustainable

Be sure to keep good records of all the activities you and other volunteer gleaners perform (amounts of donations; contact information for donors, receivers, and volunteers; and any other pertinent information).(See Appendix)

It will be very helpful to have this information if you decide to revive your gleaning program the following year, and if you decide to seek out any grant funding to extend the program's reach and impact!

Also, be sure to write about your experiences, share the gleaning experience widely to help inspire others and share best practises.

Remember that your gleaning program is a great opportunity to teach people about food, healthy eating, gardening, preserving and cooking. The produces collected can serve as sundries for a "preserving food cooking session."



The Kent Food Security Program is very proud of its effort during the summer of 2013, in its very beginning phase of development; the Gleaning program collected and distributed 7000 lbs of fresh produce from local area producers.

The effort from volunteers facilitated fresh produce distribution through local food banks, therefor extending the reach of our project. The program also assisted the producer with collection of time sensitive harvests thus increasing his yield to the consumer and decreasing waste.

We are also very proud to say that from our initial project 3 unemployed, social assistant recipients were offered work for the 2014 harvesting season!

Now that is working together to eliminate poverty!



In support of this project your organisation can schedule a workshop presentation, where the Kent Food Security Coordinator will demonstrate and explain the project for your group.

For more information and or bookings please contact:

Joanne Roy

Kent Food Security Network Coordinator

149 Rue Acadie,

Richibucto , NB

(506) 523-1239 office

kcfscsak@live.com

*Alone we can do so little,
Together we can do so much*

Helen Keller

Appendix :

The following section is an example of forms used during the Gleaning program. Your project may use all forms attached and modify as needed. All documentation referring to the amounts of produce collected and producers visited should be forwarded to the Food Security Coordinator for data collection purposes in an effort to evaluate actions that contribute to self-sustainability.

- Program Introduction letters to producers
- Volunteer Application Form
- Gleaner participant list
- Producer contact list
- Gleaned product control sheet
- Producer Gleaning program agreement form

Kent Food Security Network

On behalf of the Kent Food Security Program, I would like to share with you a project that will improve access to healthy fruits and vegetables for the less fortunate and will make the most of the harvest in Kent County. The network is dedicated to improving access to local healthy food in our community. Established following the needs expressed by the community, the Network is supported by the Kent Community Inclusion Network of Kent in an effort to reduce poverty in the county of Kent.

We wish to develop "Gleaner Groups" in the Kent county area, but to do this we need your support! We know that as a farmer your time is very precious and considering that the growing season is short, however, it is imperative that you get the most out of your crops. What we propose is, when the time comes for you to pick your crops during the summer months or at the end of the season and it is no longer possible for you to pick these fruits and vegetables, we offer you to use our group to gather the rest of the harvest for you. One third of the collection would go to you, one third to the volunteer gleaner and the other one third would go to the local food bank.

Our community is clearly motivated and eager to see this project succeed and you can be an integral part of its success by agreeing to register your farm with our project.

If you have any questions about our organization or the gleaning project, do not hesitate to contact me at (506-523-1239) or e-mail (kcfscsak@live.com)

Hopefully we will have the opportunity to develop a partnership and thus create a stronger and healthier community, Thank you for your time and consideration.

Regards,

149 Rue Acadie, Richibucto, NB E4W 3E5

Volunteer Application

Kent Food Security Network
149 rue Acadie, Richibucto, NB
(506) 523-1239

Contact Information

| | |
|---------------------------|--|
| Name | |
| Street Address | |
| City Province Postal Code | |
| Home Phone | |
| Work Phone | |
| E-Mail Address | |

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Collective Kitchen
 Teaching Kitchen
 Gleaning/Field work
 Community Gardens
 Workshops and demonstrations
 Food banks
 Special events (food markets etc)
 Team lead and project coordination

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

| |
|--|
| |
|--|

Person to Notify in Case of Emergency

| | |
|---------------------|--|
| Name | |
| Street Address | |
| City ST Postal Code | |
| Home Phone | |
| Work Phone | |
| E-Mail Address | |

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

| | |
|----------------|--|
| Name (printed) | |
| Signature | |
| Date | |

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Gleaning program agreement

We know that as producers your time is very valuable and the growing season is short thus making it imperative that you get the most out of your crops.

The purpose of the Gleaner program is to pick the remaining harvest, one third of which goes to the producer one third to the gleaners and one third to the local food bank.

What we are proposing is:

Since the harvest is time sensitive and you might need extra hands when there are harvests left on the field, we propose that when it comes time for you to turn over your crops at the end of the growing season and it is no longer feasible for you to pick those last fruits and vegetables that you contact our group and we will pick the remaining harvest for you.

The Kent Food Security Program will provide the Gleaning Services to _____ which includes the following services:

- Coordination of Volunteers
- Donation Summary reports
- Transportation of produce to receiving food banks in the producer local area
- 1/3 of produce harvested returned to producer (at producers request)
- Link to "employable" individuals
- Consistent, professional and respectable work ethics
- Ensure all best practises are met by the Gleaning Group

As a producer registered with our Gleaning program, the producer shall:

- Direct requests for gleaning to the Kent Food Security Gleaning Coordinator
- Provide transportation to fields when necessary
- Advise and demonstrate best harvest method to ensure best practises are met

Kent Food Security Program

(Producer)

Joanne Roy

Date: _____

Other resources :

Provincial Contacts:

NB Food Security Action Network Coordinator

Roxana Atkinson

(506) 457-8577

coordinator@nbfsan-rasanb.ca

NB Food Security Action Network Programs Coordinator

Bob Gracie

(506) 380-9606

bob@nbfsan-rasanb.ca

NB Farm to School Coordinator

Kelsey Wilson

(506) 470-8916

kelsey@nbfsan-rasanb.ca

Regional Partners:

Northumberland Food Security Network

Lucie Chiasson

(506) 624-2123

Lucie.Chiasson@gnb.ca

Kent Food Security Network

Joanne Roy

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Cell: (506) 232-1314 cell

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Westmorland Albert Food Security Action Group

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Kent Community Inclusion Network

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